

## **COMPLETENESS WORKSHEET**

### **Three R's Grant/Recycled Product Purchasing Grant**

Applicant Name: \_\_\_\_\_

Please be sure to read the application completely. Please use this worksheet and return it with your application. If you have questions, please contact Dennis Harris at 317-232-8948. Application must be complete before it will be reviewed.

- ☐ Project cover sheet fully completed, as applicable (including Federal ID#),
- ☐ Provide a brief introductory summary of the project, including a discussion of the need for the project and the amount of funding requested.
- ☐ Description of the recycled-content product(s) and the number of each item to be purchased;
- ☐ Description of how the product(s) will be used;
- ☐ Provide evidence of recycled-content in product from vendor;
- ☐ Quotes included from at least 3 vendors, including one Indiana vendor if possible;
- ☐ State the total diversion rate from the products to be purchased (i.e. amount of recycled material used in the product(s) in lbs or tons);
- ☐ Indicate the exact project location; include diagrams/plans as applicable;
- ☐ Include community benefits of the project.
- ☐ Provide information on Demonstration Objectives: Include:
  - ☐ Description of the education efforts to be used to promote the project and product(s);
  - ☐ Description of the potential commitment of your agency to make further recycled-content purchases;
  - ☐ Description of the potential purchasing impact of the project on other local public agencies;
  - ☐ Description of signage to be used for this project.
- ☐ Outline the major activities needed to complete project. Provide a timeline (in months) for initiating and completing the project.
- ☐ List key personnel working on the project and describe their project role.
- ☐ Provide resumes of key personnel.
- ☐ List eligible project budget items; product(s), shipping; installation/contractual costs. List the total Project cost and indicate which costs are applicable to the grant.
- ☐ Provide financial statements showing funding support for the 50% matching funds (and entire project costs), as applicable.
- ☐ Provide letters of financial support for the 50% matching funds and entire project costs (as applicable).